

## APPROVED AUGUST 12, 2009

At 7:02 PM Chairman Charles Kimball called the meeting to order. Budget Committee members present were Andy Kohlhofer, Michael Nygren, Laurie Leveille, Susan D'Eon, Selectman Donald Gates and others including Selectman Greta St. Germain, Town Administrator Heidi Carlson and Recording Secretary Jeanne Nygren. Jeanne Nygren passed out a member contact list to be updated by those present tonight.

Carlson presented an agenda for tonight's meeting.

A motion to approve the minutes of the January 28, 2009 meeting was made by Kohlhofer. This motion was seconded by Nygren. The vote was 5-0 in favor.

A motion to approve the minutes of the February 2, 2009 meeting was made by Nygren. This was seconded by Kohlhofer. The vote was 5-0 in favor.

A motion was made to approve the minutes of the February 9, 2009 Public Hearing meeting was made by Kohlhofer. There were a few verbiage corrections made by Nygren. This was seconded by Nygren. The vote was 5-0 in favor. Gates came into the meeting at 7:15 PM.

Carlson asked for introductions to made by those present tonight as the Committee has two new members. The table was then polled and introduced. The next item was selection of Chairman and Co-Chairman for the Budget Committee. A motion to appoint Charles Kimball as Budget Committee Chairman was made by Nygren. This was seconded by D'Eon. The vote was unanimous 5-0. Gates then motioned to make Andy Kohlhofer Vice Chairman for the Budget Committee. This was seconded by Nygren. The vote was unanimous 6-0.

Kohlhofer asked if we were going over the Town's default budget. Copied reports were then passed out by Carlson for the Committee to review. She stated that the Selectmen have been meeting with department heads weekly after Town meeting to try to reallocate the default budget. She said that this wasn't too difficult because there was room in each budget to move around. She said that trash line had gone down. They looked at what was requested in 2008 against 2009 trying to align current needs against dollars. An estimated \$10,000.00 to \$15,000.00 was placed in the legal and TAN interest lines so it will be available only if needed. Tax anticipation note also had some extra funds placed into it as this line is only touched once a year. The Selectmen will see this tomorrow night and try to finalize the MS2 that needs to be filed. This will be our spending plan for this year. Kimball asked if the fuel lines were touched and Carlson said they were not. Carlson said some money was reallocated in the Budget Committee clerical line. Gold papered report is the trending report by month up to March 2009 and the pink sheet is line item spending total. Carlson is going to update revenue especially the ones only spent out once or twice a year. Carlson will also be doing a spending trend report for the whole year.

Nygren asked in line 4140 is the \$6000.00 difference in the month of March due to the elections? Carlson stated yes. He asked on the Personnel Administration was that increase also elections. Carlson said no that it is a lump sum payment for benefits that the Town has to make in January to Workers Compensation. He then asked on the Police Department line the difference between January to March figure has a \$16,000.00 difference. Carlson didn't know what this might be

and will ask Janvrin about this. Nygren feels that purchasing by the difference departments should have requests for buying done before the Selectmen before the purchase is done.

Carlson said that the Fire Rescue Department Chief salary has not gone into effect yet. The Chief is coming in with the Selectmen at their next meeting to outline what the anticipated hours per week will be for his position. The Committee reviewed the Fire Department's three month spending and questioned March spending. Carlson said R. Mahoney bill accounted for \$975.00 of this total which was just recently paid. Carlson said a large part of this budget doesn't get spent until the points are done at the end of the year.

Kohlhofer asked about solid waste disposal going up. Carlson said Waste Management does not bill consistently. Some bills come in within 15 days for payment. Carlson also said the 53B added levy of \$4500.00 which comes in once a year was just paid. Kohlhofer while looking at government buildings line noticed a \$6000.00 increase from January to March. Carlson said they ran out of prepaid oil as bills have come in they are being paid. Kohlhofer asked what was encumbered amount from last year was at the Complex. Carlson this was the bid project for the overhang posts were replaced there was additional work that needed to be done. Once he got into the project there was rot and this incurred the extra charge.

Kohlhofer asked if the Municipal Association has even thought about doing legislation over illegally diverting highway funds. Carlson asked for what purpose. Kohlhofer said some of that money goes towards local roads and some of trust funds go for special projects. He was referring to the gas tax done by the State. Kohlhofer said every year the legislature is illegally diverting money from that fund to the State's general fund to balance the budget. He feels the Municipal Association should do something to help so these funds go to the local town to refurbish highways. Nygren asked about the Highway Block Grant. They are shorting highway block grant funds and some money goes towards local projects. Carlson said the Block Grant money comes directly to the Town is used to offset the General Fund.

Carlson asked if there were any questions. Kohlhofer asked how the department heads are doing with the default budget. Carlson said the department heads said it is what it is and they have to do it. They have been positive about doing the best they can within the default budget. There were some issues with the warrant articles that were voted down. Carlson is writing articles about that to better inform people. Carlson wrote a cable article to put into the newsletter to help people better understand this. The Selectmen will have to amend the cable contract. Kohlhofer asked if the franchise fees will be going into the General Fund now. Carlson said their goal was to be able to fund public access and fund improvements with the dollars as planned. They will try to amend the contract for Comcast to hold the money in a separate place and pay for improvements as they are done. Carlson said while this would be great to offset taxes, it doesn't get the goal of what it was set up for. The cable running the return line throughout the town was supposed to be starting in 6 months with some of this funding.

Carlson went over the E-Reg program, to do vehicle renewals on line that the Town Clerk discussed at the last Selectmen's meeting. The cost to the town is computer support program, user fees and ink cartridges. The discussion in relation to her budget was that if more people might do it this way and this would cut down on staffing. Gates felt it would be less hours here but not mean there is going to be less expense here and he can see the logic behind E-Reg to help people. Gates is not sure how the salary is controlled and if only 20 hours are used as an example, the salary is still \$34,600.00. Kohlhofer said that was correct because the Town voted

this salary in. Nygren said part is true but the Town took over the Deputy Clerk position and is controlled by the Town or the Selectmen then the number of hours used can be controlled.

Nygren said that about 5 years ago there was 40 hours to run that department and now we are up to about 65 and paying almost twice as much money. He feels that a mistake was made by making this a 40 hour a week job. He said Town Hall could be closed a day a week because they are not generating that much business. Carlson said that discussed by the Clerk as part of her plan. Nygren was talking also about all departments to close town hall a day a week to cut hours 20%. They can keep their benefits but only get paid for 32 hours. He feels with business being down and the numbers of transactions are down and also last years revenues were down \$33,000.00 in just that department. Carlson said other departments have discussed voluntary furloughs. Nygren said last year building transactions are down almost 50% from last year.

Gates asked on an hourly person such as Town employee you can adjust, and on an elected position how you can't cut the salary? Gates said to cut the salary you need to put on a warrant article for the vote. Gates feels there would be less work done in this office and more done on line but the salary may not change.

Kohlhofer said we are in a default budget and for the most part the budget is pretty good. There are some places there could be some savings. The Town budget isn't the big issue.

Nygren also discussed changing from contract equipment hire to a public works Town department. A discussion pursued about the full time employee that we pay benefits and are renting him to the Road Agent. The Road Agent has someone driving his equipment and he gets paid \$47.00 an hour and it costs us \$18.00 an hour for the person plus his estimate of \$9.00 for benefits. He feels this is a bad practice. He doesn't care if he rents his vehicle to the Town but someone else should drive it. Nygren asked that during snow storms with equipment hire 146 hours were used for the Town truck. Carlson said this argument came up when the town truck was purchased. Nygren said 20% of the time he is on contract work and we are paying full benefits for him. Nygren said if he is being paid as full time employee then the Town vehicle should be used by the town employee at all times because that is why he was hired and why the vehicle was purchased. Nygren is not questioning the work that they do he is questioning the way people are paid. Kohlhofer feels also the truck should be used all the time and the only time not used if it is in for repairs. Nygren feels there should be a plan submitted for the work that needs to be done. The Selectmen have control over the spending from this budget. Kohlhofer said we have control over paying what is done.

St. Germain asked whose liability it is. Kimball said it is to the owner of the vehicle's responsibility. Kohlhofer said this is something that should be tracked for later review. Gates feels they should look at the Towns of Danville and Brentwood for comparison of highway budgets.

Nygren said some of the wants may not have to be paid for. Kohlhofer said any hourly contracted work the town should have control over.

Carlson feels that the end result may be the town buy a truck and now you are back to the staffing issue which she thought they were trying to get away from. Nygren said for example with pay and benefits with pay and over time the salary is \$65,000.00. A discussed was made about

purchasing vehicles verses equipment hire and this may need to be evaluated in the future. Kohlhofer wanted to table this until next meeting.

Gates feels that when there is a request for data that it should come from the board. Nygren stated he did this by talking with Kohlhofer. The following is the list of data that he requested:

1. Clerk: Number of transactions year to date for each month compared to last year's monthly totals and also the revenues collected.
2. Tax Collector: The amount of uncollected taxes as of March 31, 2009 that were due December 1, 2008 also the number of properties who have not paid 2008 taxes.
3. Building Inspector: Number of permits and inspections year to date as compared to last year's totals January 1 to March 31 and also revenues collected.
4. Police: The number of hours each officer worked in FY 2009. The number of training hours each received, the number of hours each worked at the Grass Drags. This includes all regular and part time employees.
5. Highway-Streets: The amount of sand and salt purchases January 1 to March 31, 2009 as compared to January 1 to March 31, 2008. The number of contract hours for each person paid out of equipment hire for all FY 2008 and FY w009 January 1 to March 31.

Kohlhofer made a motion to enter all the figures Town Clerk and Road Agent, Building Inspector, Tax Collector, and all the data to be part of the minutes that will be posted so it can be posted on the Town website. This was seconded by Nygren. All were in favor 6-0.

### BUILDING INSPECTOR

	January	February	March (permit spreadsheet)
2008	12	14	19
2009	8	9	13
Jan –Mar 2008	105 (site visits)		
Jan –Mar 2009	151		

### TAX COLLECTOR

2008 Outstanding taxes---\$602727.33 with a total of 141 delinquent properties.

### TOWN CLERK

January 1, 2008 to March 31, 2008			January 1, 2009 to March 31, 2009	
FEE	COUNT	AMOUNT	COUNT	AMOUNT
Agent Fee	1337	3342.50	1389	4167.00
Application Fee	209	418.00	184	368.00
Boat Agent Fee	8	12.00	18	27.00
Boat Clerk Fee	8	8.00	18	18.00
Boat Fee	8	130.16	18	252.68
Checklist	2	50.00		
Civil Union-State	3	114.00	1	38.00

Civil Union-Town	3	21.00	1	7.00
Clerk Fee	1407	1407.00	1436	1436.00
DMV Mail in fee	204	204.00	299	299.00
Dog-Lic fee group	1	18.00	1	18.00
Dog-Lic puppy	3	15.00	4	20.00
Dog-senior	25	37.50	36	54.00
Dog-spay/neuter	182	910.00	166	830.00
Dog-unaltered	16	120.00	16	120.00
Dog-mail in fee	18	18.00	9	9.00
Dog-overpopul.fee	202	404.00	187	374.00
Dog-state lic fee	226	113.00	222	111.00
Dredge & Fill	1	10.00		
Filing Fee	12	12.00		
Mail in Reg	7	7.00	7	7.00
Marriage Lic-state	2	76.00		
Marriage Lic-town	2	14.00		
Miscellaneous fee	3	53.00	2	35.00
Permit Fee	1387	158,380.08	1418	152284.00
Return check	4	100.00	3	75.00
Transfer fee	95	475.00	72	360.00
UCC Filing Fee	1	225.00	1	195.00
Vit. Stat-State 1 <sup>st</sup> copy	7	35.00	6	30.00
Vit. Stat-State addit.	21	168.00	15	120.00
Vit. Town add copy	7	21.00	6	18.00
Vit. Town first copy	21	84.00	15	60.00
TOTALS		\$167,002.24		\$161,332.68

Highway Department spreadsheet attached as a separate document.

Kohlhofer then made a motion to request that the school SAU post their financial reports on line and a copy of the monthly budget reports for FY 2009 be forwarded by email to Carlson at Town Hall to be posted on the Town's website on the Budget Committee page. Nygren amended to have this put this also on the School website. This motion was seconded by Nygren. The vote was unanimous 6-0.

Kohlhofer than motion to have the Town monthly budget reports and trending reports also put on the website. This was seconded by Nygren. The vote was unanimous favor 6-0.

Kimball asked about the next meeting. Carlson said that budgets are due by August 6<sup>th</sup> by the department heads. The Committee set the date of August 12, 2009 at 7:00 PM for the next Budget Committee meeting. For the new members budget books will be provided and delivered to them.

Kohlhofer had questions regarding the school budget. He would like to get request year end unaudited annual budget report from the SAU provided to the Budget Committee with an annual budget report from June 30. Carlson asked if they get a report each month. Kohlhofer said when Scribner was Financial Administrator they got it. Kimball said they always gave a copy after the School Board approved it. Nygren said last year when they asked for this information they

got it in December with the budget books. He would also like to see line item transfers provided by the SAU. Kohlhofer said they could request for these line item transfers.

Leveille asked a few question in regards to the school encumbrance figures. This was explained to her. She also asked if the State does anything for special needs. Kohlhofer said the Federal Government only pays the average cost of tuition of students in the school.

A motion was made by Kohlhofer to request that the School give a year end summary report of month to month expenditures of each line item and be delivered by August 1<sup>st</sup>. This was seconded by Gates. The vote was unanimous 6-0.

Nygren made a motion that if and when budget books are given that any questions be formulated and given to Kohlhofer by the end of May so the Budget Committee can review the questions and give them to the School early to get answers. This was seconded by Kohlhofer. The vote was unanimous 6-0.

Carlson discussed the right-to-know law and said if an email is sent between members that it should be sent to everybody. All email communications go on record. Kohlhofer said not to discuss by email because it may be considered a meeting if over two people are involved.

Carlson asked if there is anything needed from the Town for the August meeting which is set for August 12, 2009 at 7:00 PM. There was nothing further requested.

Kimball asked how Fremont compares to Brentwood. Kohlhofer said a study committee needs to be set up to go through the Highway budget to have a plan for the future. No action was taken however Nygren said he would continue to work on data. Carlson feels that they need to talk to members of the Highway department and the Contractors.

A motion to adjourn the meeting was made by Kimball, seconded by Andy. The vote was unanimous 6-0. The meeting ended at 9:05 PM.

Respectfully submitted,

Jeanne Nygren  
Recording Secretary